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# WAITING LIST AND NEEDS ASSESSMENT

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## Directive 1.4

Authorizing Code: [62A-5-103](#)

Rule: R539-2-4

Version Date: May 2021

Forms: Needs Assessment Questionnaire

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## Purpose

The Division shall determine a person's eligibility for service, followed by a determination of that person's priority relative to others who are also eligible. The Division shall use the Needs Assessment Questionnaire (NAQ) to score and prioritize the person's level of need. Persons with the highest scores shall receive support first. The caseworker shall assess the person; and work with the person to identify the array of supports that may be needed.

## Procedure

1. A NAQ shall be completed for all persons determined eligible for DSPD services and currently on the waiting list. The NAQ determines the score of each person in accordance with Subsection 62A-5-102(3).
2. Caseworkers ensure that the NAQ score and ranking remains current by updating the NAQ score at least annually.
  - a. A person's ranking may change over time. New and updated NAQ scores regularly adjust ranking.
  - b. A person may update their NAQ at any time by contacting their caseworker.